



Checklist: PI Proposal Submission

Before You Begin

- Review sponsor guidelines and deadlines
- Notify OGCS of intent to submit (≥ 15 business days before deadline)
- Gather all required documents

5 Business Days Before Deadline

- Submit final non-scientific documents to OGCS
 - Budget & justification
 - Biosketches
 - Current & pending/ other support
 - Facilities/resources
 - Internal forms
 - Subaward documents (if applicable)

3 Business Days Before Deadline

- Submit final scientific documents to OGCS
 - Project description
 - Research plan
 - Abstract
 - Specific aims

If Exception Needed

- PI Completes Exception Request Form
- Obtain approvals (Chair, Dean, AVPRI)
- Submit exception request before 4:30pm the day before sponsor deadline, exceptions after this time will not be considered